



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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General Position Information

Job Title: PC952 - Deputy/Assistant Deputy Director of National Intelligence for Acquisition - SNIS Professional Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 02/12/2018 – 02/12/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: ATF/ACQ

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Professional Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates and highly qualified GS-15s may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees. Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates and highly qualified GS-15s may apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

***** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.*****

Component Mission

The Assistant Director of National Intelligence for Acquisition, Technology, and Facilities (ADNI/AT&F) ensures U.S. intelligence superiority by enabling the identification, development, and timely fielding of breakthrough capabilities,



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innovatively applying advanced technologies and acquisition excellence. DDNI/AT&F is the Intelligence Community (IC) catalyst for technical innovation, responsive stewardship, and acquisition excellence addressing the key intelligence challenges by leading advanced research and development focusing on disruptive technology leaps, integrating the IC Science and Technology (S&T) enterprise, developing and evaluating an IC-wide, end-to-end collection architecture to promote innovation and responsible financial stewardship, and establishing and maintaining an agile and transparent best-practice environment that promotes IC acquisition success.

Major Duties and Responsibilities (MDRs)

- - In concert with the ADDNI/A, oversee and evaluate the IC elements' project management activities in executing Major Systems Acquisitions (MSAs) funded by the National Intelligence Program (NIP).
- - Collaborate with IC program executives and program offices to monitor MSA cost, schedule, and performance expectations and make suggestions for corrective actions.
- - In collaboration with the ADDNI/A, work collectively with IC elements to establish and maintain current acquisition policy to ensure the integration of related SAE capabilities, the identification and planning for solutions, and the budgetary and requirement preparations for validated mission needs.
- - Develop and maintain a network of senior-level contacts within the ODNI, the Office of the Assistant Secretary of Defense for Networks and Information Integration, the Under Secretary of Defense for Acquisition, Technology, and Logistics, the Under Secretary of Defense for Intelligence, and other agencies to ensure a continuing dialogue and active insight into ongoing and planned acquisition efforts, policy developments, and research and technology activities.
- - Represent the DADNI/AT&F at meetings, conferences, and other public forums regarding national and military IC acquisition.
- - Lead a professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal and professional development.
- Perform personnel management responsibilities with a focus on building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.
- - Manage, lead and develop dynamic and long-term planning efforts in the current and anticipated planning structure.

Mandatory and Educational Requirements

- - Extensive acquisition expertise and appropriate training/education in program management and systems engineering, as it pertains to MSA and related Tasking, Processing, Exploitation, and Dissemination (TPED), to formulate a vision, doctrine, and policies within and across-IC element development actions (or commercial equivalent).
- - Expert knowledge of IC structures, capabilities, and operational mechanisms appropriate for the definition and development phases of MSA.
- - Expert knowledge of the interaction of complex organizational structures, their attributes, and their impact in defining large scale acquisitions.
- - Superior ability to formulate, assess, and improve program/project management strategies, systems engineering objectives or systems integration initiatives.
- - Superior ability to provide oversight, stewardship, and conduct compliance and risk assessment for large, complex programs.
- - Superior oral and written communication skills, including the ability to clearly convey complex information and ideas to all levels of management



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- - Strong analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, recommend organizational strategies, and propose innovative solutions supporting policy formulation and/or program planning.

Desired Requirements

- - Knowledge and familiarity with large scale national collection systems and TPED development activities.
- - Certification in project management and/or systems engineering (DAWIA Level 3 preferred)

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.) , mitchsl@cia.ic.gov (Stephanie M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-0735.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-0735; Email: Recruitment_TeamB@dni.gov

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**



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